

The Fairtrade Foundation



Job Title: Artworker

Reports to: Head of Creative Services

Staff reporting: None

Based at: Third Floor, Ibox House, 42-47 Minories, London EC3N 1DY.

Background

The Fairtrade Foundation is a passionate and ambitious development organisation committed to tackling poverty and injustice through trade. We are best known as the independent, not-for-profit body behind the FAIRTRADE Mark, a product label assuring consumers that their purchase helps disadvantaged farmers and workers in developing countries secure a better deal.

We undertake our certification and product labelling work as the UK member of Fairtrade Labelling Organisations International (FLO), a global network of organisations working to common standards and verification systems. We are one of the largest and fastest growing of the 21 Labelling Initiatives in FLO, working with hundreds of companies on thousands of products that generated sales of £800m in 2009. FLO's membership also includes Producer Networks in Africa, Asia and Latin America/Caribbean, as co-owners alongside the Labelling Initiatives, and the Fairtrade Foundation is playing a leading role in enabling the Networks to play a larger role in the system.

The Foundation is also responsible for building public support for Fairtrade and for bringing together producers and consumers in a citizens' movement for change. The growing number of Fairtrade towns and cities, faith communities and schools and universities are a testament to the efforts of our grass-roots supporter networks.

In the UK, the Foundation employs over 100 staff across six distinct areas: Certification, Commercial Relations, Communications & Policy, Finance & Resources, Marketing and Producer Partnerships.

We are currently implementing our Tipping The Balance strategy (2008-12) to achieve a step change in the impact of our work on producers in developing countries by changing consumer behaviour and business practices in the UK.

Directorate/team information

This post will be based within the Creative Services team, a sub team of the Marketing directorate. The Creative Services team consists of the Head of Creative Services, Writer/Editor, Video and Digital Project Co-ordinator and Digital Marketing Officer. The team has responsibility for publications, online communications, photo library, video production and also works to support staff across the organisation to ensure consistent and effective messaging and imagery in line with the Fairtrade Foundation's brand guidelines.

Job purpose

This post is a new role, and will report to the Head of Creative Services. Its purpose will be to work with the Foundation's internal production managers and external creative agency to produce artwork files to a print-ready stage for promotional materials (handouts, merchandise, POS, reports, banners, etc.). To execute high quality, differentiated creative solutions which will persuade, influence and inform, helping us to reach our objectives of tipping the balance of trade in favour of small-scale farmers.

Key tasks

1. Working with existing template files and elements (produced by our creative agency) and populating them with copy and images to a print-ready stage
2. Translating creative briefs into print-ready artwork
3. Producing bespoke files and elements as requested (e.g. website banners and buttons)
4. Liaising with the Foundation's third-party printer to ensure consistency of colour and a high quality result
5. Working closely with internal production managers to ensure internal deadlines are met
6. Saving and cataloguing files and associated assets in an appropriate file structure

Person specification

Essential

1. Demonstrable technical knowledge of and skills with the full Adobe CS3/4 Suite (Photoshop, Illustrator, InDesign)
2. Understanding of relevant services, processes, systems and procedures of design and print
3. Experience of artworking a range of print projects
4. Demonstrable track record of creative design and excellent layout and typesetting skills
5. A critical eye in terms of accuracy and attention to detail
6. An ability to plan, organise and prioritise your own workload, ensuring delivery to deadlines and the ability to juggle competing priorities and work on own initiative
7. Excellent teamwork skills and experience of working within a team environment

Desirable

8. An interest in web technology, including some proficiency in Flash and basic HTML, would be an advantage
9. Knowledge of and commitment to Fairtrade and development issues

Review arrangements

The details contained in the job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Fairtrade Foundation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Terms and Conditions

Post:	Artworker
Location:	The Fairtrade Foundation, Ibex House, 42 – 47 Minories, London, EC3N 1DY or if required at another location or office to be able to carry out the duties of the post
Contract:	Permanent contract is offered after successful completion of probationary period
Visa requirements:	The Foundation does not currently have the ability to issue sponsorship certificates to individuals without the right to work in the UK
Salary:	£25,825 per annum at first scale point within the band £25,825 - £28,149
Hours:	35 hours Monday to Friday, flexitime is worked around core hours of 10.30 to 16.00. Hours worked in agreement with your line manager. Overtime payments are not normally made although time of in lieu will normally be given where excess hours are worked Some travel may be involved in the UK and mainland Europe
Probation period:	All new appointments are subject to a probationary period of 6 months
Holidays:	The holiday leave year runs from 1 January - 31 December. Holiday entitlement for full-time employees is 25 days per annum, plus three days between Christmas and New Year (pro-rata for part-time employees) Holiday entitlement increases by 5 days after completion of 5 years continuous service by the beginning of the new Fairtrade Foundation leave year which runs from 1 January - 31 December
Pension:	Optional contributory pension scheme (sliding scale up to a maximum 6- 10% by employer, dependent on employee contribution from 1% - 5%)
Health care:	Corporate cover via Benenden Health is available to all staff
Training:	All staff have access to appropriate training

Season ticket/Bike loan:	An interest free season ticket or bike loan facility is available to all permanent staff
Home computers:	An interest free loan to purchase home computers is available to all permanent staff
Childcare vouchers:	The Fairtrade Foundation operates a childcare voucher salary sacrifice scheme whereby you can sacrifice some of your gross salary to buy vouchers for childcare. This can be financially valuable to you as you don't have to pay tax or National Insurance contributions on the value of the vouchers
Bike purchase scheme:	This is similar to the childcare voucher salary sacrifice scheme above, which offers employees the opportunity to make savings in respect of income tax and national insurance contributions on the cost of purchasing a bicycle to ride to work
Healthy lifestyle:	The Fairtrade Foundation will provide a basket of fresh and dried fruit at the office once a week
Access:	There is step free access to our third floor offices by way of a passenger lift
Smoking policy:	The Fairtrade Foundation has a non-smoking policy throughout the organisation
Equal Opportunities:	<p>The Fairtrade Foundation is an equal opportunities employer. We aim to ensure that no employee, job applicant, or volunteer receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, class, sex, sexual orientation, age, religious beliefs, marital status, family situation or disability</p> <p>Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and access to training (within the limited funds available)</p> <p>The Foundation is committed to making the policy effective and will bring it to the attention of all employees, applicants and volunteers. Anyone working with or for the Foundation is expected to abide by the spirit of this policy. A detailed implementation guide will be made available to anyone working for the Foundation in any capacity</p>

Application Procedure

For more information please and an application form (CVs will not be accepted), please e-mail jobs@fairtrade.org.uk, or call 020 7405 5942.

Completed applications should be e-mailed to jobs@fairtrade.org.uk in Word or Rich Text Format or posted to:

Head of Human Resources

The Fairtrade Foundation

3rd Floor, Ibex House

42 – 47 Minories

London, EC3N 1DY

While we are happy to accept email applications we cannot be responsible for the quality of copy obtained.

The deadline for applications is **Friday 19 March 2010 (10am at the latest)**. Late applications will not be accepted.

First round interviews will be held on **Tuesday 6 and Thursday 8 April 2010**

Second round interviews will be held on **Monday 12 April 2010**.

If you have not heard from us by **Tuesday 6 April 2010**, then you have been unsuccessful on this occasion. We are sorry that we are unable to contact unsuccessful applicants due to the sheer volume of applications and limited resources.

However, thank you for your interest in working for the Fairtrade Foundation.